Continuing Education Opportunities 2005-2006

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statelibrary.sc.gov

A Message from the Continuing Education Coordinator...

We are pleased to present the 2005-2006 South Carolina State Library Continuing Education Opportunities Resource Guide for Public Libraries. It showcases a wide range of interest group meetings, exchanges and workshops. We welcome your suggestions and comments concerning our continuing education program.

discus *In addition to the continuing education opportunities listed in this directory, the SC State Library continues to provide ongoing training on DISCUS – South Carolina's Virtual Library.*

Visit our Online Registration site at: http://www.statelibrary.sc.gov/lib/edserv.html *and click on* Continuing Education Calendar and Registration *for a listing of classes.*

Specialized classes may be developed for library staffs with adequate planning time by our staff.

- Deborah Hotchkiss

Columbia, SC: South Carolina State Library, 2005.

General Information

Announcements and Registration

Announcements listing online registration information are mailed and/or e-mailed on a monthly basis. The registration deadline is usually two weeks prior to the event.

Registration for all events uses the library's online registration site at: http://www.statelibrary.sc.gov/lib and click the Register Now button

Unless otherwise indicated, when space limitations require the State Library to restrict attendance at an event, participants are registered on a first-come, first-served basis. Occasionally it may be necessary to limit the number of persons attending from any single library. *Please contact Deborah Hotchkiss for additional registration information at 803.734.8646 or deborah@leo.scsl.state.sc.us.*

Registration Fees and Billing

The State Library defrays all program and speaker costs for its continuing education events. However, registration fees are assessed for some events to subsidize meeting room and catering expenses. Please do not send payment for registration fees in advance; libraries are billed after the event. Cancellations must be made at least three business days prior to the event in order to avoid billing; substitutions may be made at any time.

For More Information

For additional information about scheduled events or general information regarding the continuing education offerings of the State Library, contact Deborah Hotchkiss, Continuing Education Coordinator.

South Carolina State Library
1430 Senate Street
P.O. Box 11469
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Online at http://www.statelibrary.sc.gov/lib/edserv.html

August 24, 2005	Strategic Planning for Public Libraries
September 15, 2005	Satellite Downlink Managers Exchange
September 20, 2005	Public Relations Exchange
September 28, 2005	Reference Managers Exchange
October 6, 2005	Branch Managers Exchange
October 11, 2005	Young Adult Librarians Exchange
November, 2005	E-Rate Training (TBA)
November 4, 2005	Children's Services Exchange (Large Libraries)
November 17, 2005	Interlibrary Loan Managers Exchange
November 18, 2005	Children's Services Exchange (Medium Libraries)
December 1, 2005	Technical Services Managers Exchange
December 6, 2005	Web Administrator's Exchange
December 9, 2005	Children's Services Exchange (Small Libraries)
January 19, 2006	Technical Services Exchange for Small Public Libraries
January 28, 2006	8th Annual Public Library Trustee Institute – Tentative Date
February 2, 2006	System Managers Exchange
February 16, 2006	Serials Librarians Exchange
March 8-9, 2006	Children's Services Workshop at White Oak Conference Center, Winnsboro, SC
April 6, 2006	Bookmobile Librarians Interest Group Meeting

In addition to these scheduled events, the State Library will announce throughout the year additional training opportunities focused on new technologies, including: use of the Internet, DISCUS resource search strategies, and related topics. You may find these listed online at:
http://www.statelibrary.sc.gov/lib/edserv.html **and click on the Register Now button**

8th Annual Public Library Trustee Institute

A one-day workshop for South Carolina public library trustees and library directors that explores ways to improve and sustain library services in their communities.
Columbia location TBA
January 28, 2006
Advance registration required; no registration fee.

Bookmobile Librarians Interest Group Meeting

Public library professionals and paraprofessionals meet to exchange ideas and discuss topics of common concern to bookmobile service providers.
April 6, 2006, 10:00 a.m. - 3:30 p.m.
Richland County Public Library, Southeast Branch Library
Directions & Map: http://www.richland.lib.sc.us/columbia_map.htm
Advance registration required; no registration fee.

Branch Manager's Exchange

Public library branch managers meet to exchange ideas and discuss topics of common concern to branch services.
October 6, 2005, 10:00 a.m. – 3:30 p.m.
South Carolina State Library, Room 309, 1430 Senate Street
Advance registration required; no registration fee.

Children's Services Exchange

Public library children's services managers will be invited to exchange information and discuss topics of common concern. Large libraries that serve populations over 150,000; medium sized libraries that serve populations between 75,000 and 149,999; and small libraries serving populations under 74,999 are invited to participate.
- November 4, 2005 (Large Libraries)   10:00 a.m. – 1:00 p.m.
- November 18, 2005 (Medium Libraries)   10:00 a.m. – 1:00 p.m.
- December 9, 2005 (Small Libraries)   10:00 a.m. – 1:00 p.m.

South Carolina State Library, Room 301, 1430 Senate Street, Columbia, SC.
Advance registration required; no registration fee.

Children's Services Workshop

Children's librarians will meet at White Oak Conference Center for a two-day workshop to discuss issues and concerns related to children's services. Topics and presentations will be announced at a later date.
March 8-9, 2006
White Oak Conference Center, Winnsboro, SC

E-Rate Training

Course material will cover E-Rate/Universal Service terminology and help applicants prepare for E-rate Funding Year 2006 by using appropriate online forms. The training is designed for new and novice E-rate applicants. Experienced applicants will also benefit from new information about E-rate and South Carolina Public Library Technology Plan components (attendees should bring their current library's technology plan to the session for reference). The objective of the training is to assist E-rate applicants to develop successful applications and to maximize discounts.
November 2005, 10:00 a.m. – 4:00 p.m. (Dates and Locations TBA)
Advance registration required; no registration fee

Interlibrary Loan Managers Exchange

Interlibrary loan managers from South Carolina public library systems meet to exchange information and discuss topics of common concern.
November 17, 2005, 10:00 a.m. - 3:30 p.m.
South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC.
Advance registration required; no registration fee.

Public Relations Coordinators Exchange

PR coordinators will exchange ideas, strategies and sources of information to market public library services.
September 20, 2005, 10:00 am to 1:00 pm.
South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC.
Advance registration required; no registration fee.

Reference Managers Exchange

Reference Managers will exchange ideas, strategies and sources of information on topics of interest.
September 28, 2005, 10:00 am to 3:30 pm.
Richland County Public Library, Southeast Regional Library, 7421 Garners Ferry Road, Columbia, SC.
Advance registration required; no registration fee.

Satellite Downlink Managers Exchange

Satellite Downlink managers will exchange ideas, strategies and sources of information on the use of satellite downlink technology in the public library setting.
September 15, 2005, 10:00 am to 1:00 pm.
South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC.
Advance registration required; no registration fee.

Serial Librarians Exchange

Serials librarians from public libraries meet to exchange ideas and discuss topics of common concern.
February 16, 2006, 10:00 a.m. to 1:00 p.m.
South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC
Advance registration required; no registration fee.

Strategic Planning Workshop

This workshop will show participants the importance and benefits of strategic planning as a leadership and management tool and as a means to align the organization.

August 24, 2005 10:00 am to 4:00 pm

Richland County Public Library, Southeast Regional Library, 7421 Garners Ferry Road, Columbia, SC.

Advance registration required; no registration fee. A box lunch will be provided.

System Managers Exchange

Library automation and system managers from public libraries meet to exchange ideas and discuss topics of common concern.

February 2, 2006, 10:00 a.m. - 3:30 p.m.

South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC.

Advance registration required; no registration fee.

Technical Services Managers Exchange

Technical Services managers from public libraries meet to exchange ideas and discuss topics of common concern.

December 1, 2005, 10:00 a.m. - 3:30 p.m.

South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC.

Advance registration required; no registration fee.

Technical Services Exchange for Small Public Libraries

This exchange is designed especially for public libraries that do not have a professional technical services librarian on staff. Library staffs will discuss common issues and concerns that they face in small public libraries.

January 19, 2006, 10:00 a.m. – 1:00 p.m.

South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC

Advance registration required; no registration fee.

Young Adult Services Exchange

Public library staff with major responsibilities for managing young adult services will be invited to exchange information and discuss topics of common concern.

October 11, 2005, 10:00 a.m. – 1:00 p.m.

South Carolina State Library, Room 309, 1430 Senate Street, Columbia, SC.

Web Administrator's Exchange

Public library staffs that have responsibilities for their library's web site meet to exchange ideas and discuss topics of common concern.

December 6, 2005, 10:00 am – 1:00 p.m.

South Carolina State Library, 1430 Senate Street, Columbia, SC

Advance registration required; no registration fee.

Staff Development and Training Services

Workshops on Demand

South Carolina State Library staff is available to make on-site staff development presentations as a supplement to scheduled continuing education events. The following guidelines are provided to assist individual public libraries in making the best use of this service.

Frequently Asked Questions

When should on-site presentations be requested?
> On-site presentations are warranted when all, or a majority of, a library's staff and/or Board is included in staff development training. Presentations to small groups are determined on a case-by-case basis.

What factors determine whether or not a request for training will be approved?
> Approval of requests for on-site presentation is subject to limitations of staff time and cost factors.

Is there a list of topics that may be used to determine which staff development and training offerings are readily available?
> A list of topics and presenters follows these guidelines. The listing is not meant to limit requests and should be used merely as a guide. State Library staff considers **all topics requested** and notifies the State Library's Continuing Education Coordinator of topics of importance identified by public libraries.

Who should make the request for an on-site presentation?
> Requests should come from library directors, continuing education coordinators, staff development & training coordinators, or their designees.

What is the first step in requesting an on-site presentation?
> Contact Deborah Hotchkiss, Continuing Education Coordinator 803-734-8646 or deborah@leo.scsl.state.sc.us or any subject specialist library contact listed on the last page of this document.

What if one does not know which staff member to contact?
> If the appropriate staff member is unknown, contact Deborah Hotchkiss, Continuing Education Coordinator 803-734-8646 or deborah@leo.scsl.state.sc.us.

How much lead-time is required for on-site presentations?
> To allow State Library staff adequate preparation time, requests for on-site presentations should be made **at least one month** prior to the date of the expected training.

What information is needed when an initial contact is made?
> At the time of the initial contact, please supply the following: training topics, possible dates, time allotted for presentation, and number of attendees.

Topics

DISCUS – South Carolina's Virtual Library

DISCUS Customized Staff Training

Whether your staff needs an introductory overview of the DISCUS resources, or an advanced session concentrating on a few key areas, DISCUS training can be tailored to meet your staff's training needs. Classes will be designed to include content examination, database selection methods, and search strategies for the DISCUS virtual library of on-line resources.

Please note: Since DISCUS training is a hands-on computer class, customized public library staff group training can be held in the South Carolina State Library Training Lab, in lieu of an on-site visit.

For more information, e-mail DISCUSoffice@leo.state.sc.us or contact Amy Duerenberger at 803-737-7735.

DISCUS also maintains a full schedule of training classes for librarians and library staff enrollment on an individual basis. For schedule and registration links, see: http://www.scdiscus.org/dcalendar.html

The Role of the Public Library

Intellectual Freedom

Describes the dual obligation of the public library for responsible collection development and for resisting censorship and handling challenges in a positive way. This workshop provides a general overview appropriate for library staff and trustees. Presented by Jane Connor, Youth Services Consultant. Duration: 2-3 hours.

Long Range Planning

Provides overview of a variety of planning processes and facilitates the development of long-range plans designed to meet local needs and conditions. Presented by Libby Law, Public Library Consultant. Duration: 2-4 hours.

Public Library Services and Resources

Customer Service for Public Libraries

Defines good customer service and stresses the importance of the entire staff putting it into practice. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 2.5 hours.

Enhancing External Communication: Managing Conflict

Provides library staff with skills and strategies to help them prevent and handle on-the-spot conflicts with external customers. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 2.5 hours.

Reference Basics

Designed for paraprofessional and support staff in public libraries, Reference Basics introduces basic reference skills including the reference interview and how to use basic online and book reference sources. Course includes hands on exercises to practice using the sources presented. Contact Deborah Hotchkiss, Continuing Education Coordinator. Duration: 3-6 hours depending on content requested.

Serving Patrons with Special Needs

Provides sensitivity training to help staff meet the needs of patrons with disabilities. Presented by Pam Davenport, Director, Talking Book Services. Duration: 1.5 hours.

Children and Youth Services

DISCUS is for Kids, Too!

Introduces content and search strategies to identify the most appropriate DISCUS resources for young people's research needs. Can be tailored to target audience of staff serving young adults or children. Duration: 2-4 hours. Contact: Amy Duernberger email: DISCUSoffice@leo.scsl.state.sc.us or 803-737-7736 for details.

Programming for Preschool Children

Provides an introduction to materials, resources, and techniques for staff planning and conducting preschool story hours and/or toddler programs. Presented by Jane Connor, Youth Services Consultant. Duration: 2-3 hours.

Collection Development for Children's Services

Identifies the philosophy, techniques, and tools needed to develop quality collections for children. Presented by Jane Connor, Youth Services Consultant. Duration: 2-3 hours.

Reader's Advisory Work with Children and Young Adults

Reviews basic reference and communication skills as they apply to work with children and young adults and introduces and discusses bibliographies and other resources to assist staff in helping young people. Presented by Jane Connor, Youth Services Consultant. Duration: 2-3 hours.

Management Topics

Management 101 for the New Supervisor

At the end of this training session participants will be familiar with the following skills: organize, plan, and prioritize your work; delegate tasks and define the desired results; communicate facts and figures in a positive, results-oriented manner; discipline poor employee performance; help employees motivate themselves to grow and learn, and accomplish goals. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 4.5 hours.

How to Be a Team Player
> Participants will learn how to function more effectively in a team environment. Team skills introduced include setting ground rules, problem solving, and brainstorming techniques. Appropriate for all library staff. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 2.5 hours.

Meeting Skills
> Outlines techniques for effective and efficient meetings. The course is useful for any library staff person who needs to conduct meetings. Appropriate for library staff and trustees. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 1.5 hours.

Facilitation Skills
> Explores the ways in which a facilitator encourages others to work together to identify goals or solve problems. Appropriate for library staff and trustees. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 1.5 hours.

Team Building
> Identifies four distinct team player styles that guide how team members approach a task and relate to each other. Participants will learn to recognize how each team player style contributes to a team and how to become a better team player. Appropriate for library staff. Presented by Deborah Hotchkiss, Continuing Education Coordinator. Duration: 2.5 hours.

Trustee and Friends Training

Public Library Trustees – Roles and Responsibilities
> Provides new trustees with an orientation of the roles and responsibilities of being a public library trustee in South Carolina. Course is also designed for current library boards to review roles and discuss issues of concern regarding their position as a trustee. Appropriate for library trustees and library directors. Presented by Deborah Hotchkiss, Continuing Education Coordinator and other Library Development Services staff. Duration: 2.5 hours.
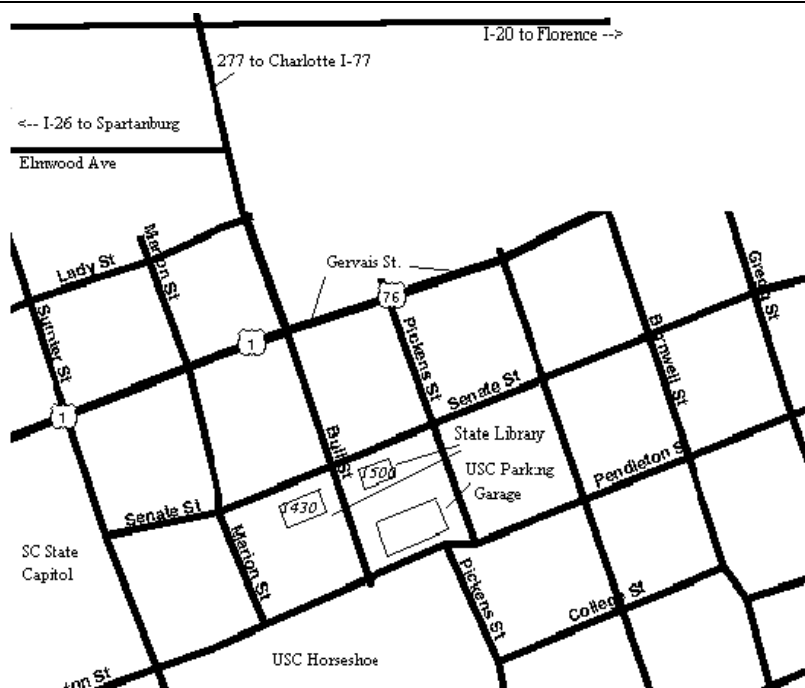
Friends Groups: What to Know
> Introduces the components of a Friends Group by reviewing FOLUSA's fact sheets, program planning tips, and more. This session can be adapted to revitalize an inactive Friends group or to start a new one. Presented by Dr. Curtis Rogers, Director, Division of Statewide Library Services. Duration: 1-2 hours.

Special Continuing Education Services

- **Orientation of New Public Library Directors.** Sessions at the State Library and on-site consultation arranged as needed. Contact Deborah Hotchkiss, Continuing Education Coordinator.

- **Orientation to Interlibrary Loan and WebLION.** Sessions at the State Library arranged by request. Contact Brenda Boyd, Circulation Librarian.

- **Presentation of Services Provided by Talking Book Services.** Presentations to individual libraries and organizations arranged by request. Contact Pam Davenport, Director, Talking Book Services.

- **Tours of the Talking Book Services Library.** Contact Pam Davenport, Director, Talking Book Services.

- **Tours of the State Library for Librarians and Library Staff Members.** Contact Mary Morgan, Director of Information Services.

- **Audiovisual Materials for Library Staff Development.** The State Library maintains a collection of videotapes designed for training library personnel, volunteers, and board members. To obtain information about these videotapes, contact Deborah Hotchkiss, Continuing Education Coordinator.

I-20 to Florence -->

277 to Charlotte I-77

<-- I-26 to Spartanburg

Elmwood Ave

Lady St

Marion St

Sumter St

Gervais St.

76

1

1

Pickens St

Senate St

Greene St

Barnwell St

State Library

Bull St

1500

USC Parking Garage

Pendleton St

Senate St

1430

SC State Capitol

Marion St

Pickens St

College St

USC Horseshoe

The South Carolina State Library is located in two buildings – both at the corner of Senate and Bull streets in Columbia. Both buildings are open Monday through Friday from 8:30 a.m. to 5:00 p.m.

1500 Senate Street: The Information and Resource Center located at 1500 Senate St. houses the Library's general collections and the library's Computer Training Room. The offices for the Information Services, Collection Management Services, and Network Services departments are located in this building.

1430 Senate Street: Talking Book Services, the Library's Administration Dept., and the Library Development Services Dept. are located at 1430 Senate St. This building also contains the Library's meeting facilities and conference rooms.

Parking Instructions and Driving Directions

Visit *http://www.state.sc.us/scsl/lib/parking.html* for driving directions and parking instructions.

Comfort Zones

Because various training and meeting rooms have different temperature settings, we cannot guarantee the optimum temperature for all attendees. Training and meeting rooms tend to get cold, so please feel free to bring a light sweater to training events during the spring and summer months.

Staff Development and Training Contacts

> For registration information and questions,
> Contact Deborah Hotchkiss, Continuing Education Coordinator, 803-734-8646,
> deborah@leo.scsl.state.sc.us

Specialty Area	Name	E-Mail	Phone
Automation	Felicia Vereen	feliciav@leo.scsl.state.sc.us	803-734-8645
Children's/Youth Services	Jane Connor	janec@leo.scsl.state.sc.us	803-734-8658
Continuing Education Coordinator	Deborah Hotchkiss	deborah@leo.scsl.state.sc.us	803-734-8646
DISCUS - Director	Amy Duernberger	amy@leo.scsl.state.sc.us	803-737-7736
E-Rate	Catherine Morgan	catherine@leo.scsl.state.sc.us	803-734-8651
Friends Groups	Curtis Rogers	curtis@leo.scsl.state.sc.us	803-734-8928
Grants Resources	Dawn Mullin	dawn@leo.scsl.state.sc.us	803-737-3762
Interlibrary Loan	Brenda Boyd	brenda@leo.scsl.state.sc.us	803-734-8628
Long Range Planning	Libby Law	libby@leo.scsl.state.sc.us	803-734-8653
Management Topics	Deborah Hotchkiss	deborah@leo.scsl.state.sc.us	803-734-8646
Publicity/Marketing	Ann Addy	addy@leo.scsl.state.sc.us	803-734-4385
Reference/Information Services	Mary Morgan	marym@leo.scsl.state.sc.us	803-734-8866
Talking Book Services	Pam Davenport	pam@leo.scsl.state.sc.us	803-734-8650
Technical Services	Shae Tetterton	shae@leo.scsl.state.sc.us	803-734-8663

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